

ROANOKE COUNTY PARKS, RECREATION & TOURSIM

DUTIES OF A SCOREKEEPER

Roanoke County Department of Parks and Recreation pays scorekeepers in basketball **only**. The official scorer for those sports that have volunteers, is the home team scorekeeper. Scorekeepers who are paid are assigned by a recreation league coordinator. The following are duties a scorekeeper is expected to handle:

- **Must be at least 14 years old.**

1. The scorer needs to know scoring rules for his/her sport.
2. The scorer should immediately inform the official of scoring violations.
3. In the event of a question of eligibility of a player, the record of the official scorer will be deemed official.
4. The scorekeeper should not make any decisions conflicting with the official playing rules, or with an official's decision.
5. If a game is protested or called, the scorekeeper needs to record, in the official score book, the exact situation at the time of the protest or suspension, such as the score.

YOUTH ATHLETIC CANCELLATION POLICY

Games and practice will be postponed when Roanoke County schools are closed or close early due to inclement weather. Games and practices will also be cancelled if games interfere with school functions (Example: PTA, band, carnival, etc... or a school function that requires a grade). Youth Athletic section will have final decision for games and practices on Saturdays and Sundays. Cancellations for weekday games will be made by 4:30pm. Cancellations for games on Saturday will be made by 8:00am. Cancellations for Sunday will be made by 12:00pm.



**THE WEATHER CANCELLATION LINE NUMBER IS:
387-6455 Push “6” for youth athletics**

SOCCER OFFICIALS

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES: Responsible for the conduct of the game in accordance with the official rules of your sport. Needs to have the ability to apply the rules and have split-second judgement. Needs to maintain discipline and order on the playing field during the game.

GUIDELINES:

| <u>Age Group of Team</u> | <u>Age of Official</u> |
|--------------------------|------------------------|
| 10 and under | 14 and older |
| 11 and older | 15 and older |

** Must be 15 years of age to be an official for Roanoke County Parks and Recreation soccer program. Maturity and experience will be a primary factor in determining the level of officiating.

EXPERIENCE: Officials should have at least one year of experience to officiate leagues for ages 9 and up.

BASKETBALL OFFICIALS

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES: Responsible for the conduct of the game in accordance with the official rules of your sport. Needs to have the ability to apply the rules and have split-second judgement. Needs to maintain discipline and order on the court during the game.

GUIDELINES:

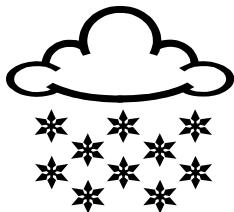
| <u>Age Group of Team</u> | <u>Age of Official</u> |
|--------------------------|------------------------|
| 12 and under leagues | 15 and over |
| 13-18 year old leagues | 18 and older |

** Must be 15 years of age to be a paid basketball official for Roanoke County Parks and Recreation. Maturity and experience will be a primary factor in determining the level of officiating.

EXPERIENCE: Officials should have at least one year of experience to officiate leagues for ages 12 and up.

YOUTH ATHLETIC CANCELLATION POLICY

Games and practice will be postponed when Roanoke County schools are closed or close early due to inclement weather. Games and practices will also be cancelled if games interfere with school functions (Example: PTA, band, carnival, etc... or a school function that requires a grade). Youth Athletic section will have final decision for games and practices on Saturdays and Sundays. Cancellations for weekday games will be made by 4:30pm. Cancellations for games on Saturday will be made by 8:00am. Cancellations for Sunday will be made by 12:00pm.



**THE WEATHER CANCELLATION LINE NUMBER IS:
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FOOTBALL OFFICIALS

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES: Responsible for the conduct of the game in accordance with the official rules of your sport. Needs to have the ability to apply the rules and have split-second judgement. Needs to maintain discipline and order on the field during the game.

GUIDELINES:

| <u>Age Group of Team</u> | <u>Age of Official</u> |
|--------------------------|------------------------|
| 13 and under | 18 and older |

** Must be 18 years of age to be a paid football official for Roanoke County Parks and Recreation. Maturity and experience will be a primary factor in determining the level of officiating.

EXPERIENCE: Officials should have at least one year of experience to officiate leagues for ages 11 and up.

BASEBALL AND SOFTBALL UMPIRES

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES: Responsible for the conduct of the game in accordance with the official rules of baseball or softball. Needs to have the ability to apply the rules and have split-second judgement. Needs to maintain discipline and order on the playing field during the game.

GUIDELINES:

| <u>Age Group of Team</u> | <u>Age of Official</u> |
|--------------------------|------------------------|
| 10 and under | 15 and older |
| 11 and older | 18 and older |

****** Must be 15 years of age to be a paid official for Roanoke County Parks and Recreation. Maturity and experience will be a primary factor in determining the level of officiating.

EXPERIENCE: Officials should have at least one year of experience to officiate leagues for ages 9 and up.

****SEE PAYROLL GUIDELINES AND RESPONSIBILITIES**

ROANOKE COUNTY POLICIES

Whenever you deal with the public directly, you will run into some controversy, especially as an official of youth athletics. As you know as an official, you will not be able to please both sides, therefore, someone will always disagree with your decision. In such instances as these, remember that you are an employee of Roanoke County Parks and Recreation and you must handle yourself accordingly. The following are rules and regulations your youth athletics' officials:

1. The use of tobacco products is not allowed near or on the premises you are working.
2. The use of alcohol and drugs is not permitted near or on the premises you are working. Intoxication from alcohol or drugs is cause for **dismissal**.
3. Follow the dress code required by your recreation club sport:

Softball: Light colored shirt and dark pants or shorts. Shoes with metal cleats are not to be worn. If you would like an insignia patch of Dixie Softball, ask your recreation club league coordinator.

Football: A vertically striped black and white short or long sleeved shirt. White football knickers with official's black and white hose. Black cleated shoes and a black cap with white piping or a solid white cap.

Soccer: A vertically striped black and white shirt, black shorts or long trousers, black cleated shoes, and sock or black stockings with white tops. A whistle, yellow card, red card, stop watch, pencil, and scorecard. If you would like to wear a cap, it must be solid black or white, or black with white piping.

Basketball: vertically striped black and white short sleeve shirt and black long trousers. Dark socks with black official's shoes and a whistle.

Baseball: Light colored shirt and dark pants or short. Shoes with metal cleats are not to be worn. If you would like an insignia patch of Dixie Youth Baseball or Little League Baseball, ask your recreation club league coordinator.

4. **NEVER** argue with a player or fan. Only discuss controversial decisions with coaches.
5. Coaches, players, or fans should be ejected from the premises only as a last resort. In such situations, the game will stop and remain stopped until the person leaves the area. If upon ejection, a person refuses to leave the premises immediately (1 or 2 minutes) or makes threats, the county police should be contacted immediately. Do not put other citizens or yourself in jeopardy. An incident report is required to be completed and returned to Youth Athletic Supervisor within 24 hours (see attachment form). Also contact your recreation club league coordinator as soon as possible.

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6. If you have an unusual incident, such as extreme misconduct, fighting, or severe injuries during a game, contact county police or emergency medical services immediately. Complete an incident report and return to Youth Athletics Supervisor within 24 hours. Also contact your recreation club league coordinator as soon as possible.
 7. If an accident occurs where a player is injured, the game will stop and will resume when the player is taken off the field. Each coach should have some basic knowledge of first aid; therefore, the coach should be the one to treat the athlete. Otherwise, let the parents decide what further treatment is necessary. The coach should also supply a first aid kit, if not the facility should have one. It is suggested that the official find out, in advance where the first aid kits are located at each site. Any scrapes or cuts should be covered before a player is allowed to re-enter the game. Complete an incident report and return to Youth Athletic Supervisor within 24 hours and also contact your recreation club league coordinator as soon as possible.
 8. If an injury occurs that involves contact with blood or any other body fluids, disposable latex gloves should be worn. If blood or any other body fluids happens to get onto the playing area, the area should be cleaned with soap and water followed by a disinfectant (1 cup of household bleach to 10 cups of water). Gloves also should be worn for all decontamination procedures. See attachment number I.
 9. All safety equipment applicable to your sport should be worn. Officials should provide the youth with a good example by wearing their safety equipment.
 10. Pay Procedures: All payroll information for each sport and is covered in the officials guidelines and pay procedures.
 11. Each official should do a site inspection before each game. You should check the playing area for any hazardous conditions. If you find any needed repairs, inform the coaches then complete a maintenance report and return to Youth Athletic Supervisor within 24 hours.
 12. Before the game begins, an official should check all equipment used during the course of the game. Make sure it fits the players properly. Also inform the players and coaches that no jewelry of any kind is to be worn during the game. Only exception would be medical bracelets or necklaces.
 13. For the sports that are played outside, weather can sometimes interfere. In such situations as an official, use good judgement. You should call a game when:
 - it has been raining hard for a while and the field becomes unplayable
 - the field is unsafe
 - when lightening is sighted in the area
- **If Thunder is heard, beware and keep a look out for lightning. In case of lightning, have both teams move away from any fencing to a sheltered area or to their cars. Wait at least 20 minutes from the last streak of lightning to resume play.**

BLOOD BORNE PATHOGENS

FACT SHEET

HEPATITIS - Hepatitis is a liver disease, initially resulting in possible inflammation of the liver, and frequently leading to more serious conditions including cirrhosis and liver cancer. In the United States there are approximately 300,000 new cases of Hepatitis B Virus (HBV), the most prevalent form of Hepatitis, every year. While there is no cure for Hepatitis B, a vaccine does exist that can prevent infection.

HBV is most often transmitted through breaks in skin or mucous membranes. This usually occurs through needle sticks, human bites, or having infectious material (such as blood or other body fluids) get into existing cuts or abrasions.

The symptoms of HBV infection are very much like a mild "flu". Initially, there is a sense of fatigue, possible stomach pain, loss of appetite, and even nausea. As the disease continues to develop, jaundice (a distinct yellowing of the skin) and a darkened urine will often show no symptoms for some time.

After exposure, it can take 2-6 months for Hepatitis B to develop. This is extremely important, since vaccinations begun immediately after exposure to the virus can often prevent infection.

HUMAN IMMUNODEFICIENCY VIRUS - Human immunodeficiency Virus (HIV) is the "newest" of the major blood borne diseases. HIV is spreading rapidly, and it was estimated that at the end of 1992 over two million people in the United States were infected.

Symptoms of HIV infection can vary, but often include:

| | |
|-------------|---------------------------|
| Weakness | Headaches |
| Fever | Diarrhea |
| Sore Throat | Other "flu-like" symptoms |
| Nausea | |

However, many people with the HIV virus can show no apparent symptoms for years after their infection.

In most cases, contracting the HIV virus ultimately leads to the development of Acquired Immunodeficiency Syndrome (AIDS). This results in the breakdown of the immune system, so the body does not have the ability to fight off other diseases. Currently no vaccination exists to prevent infection of HIV, and there is not a known cure.

MISSION STATEMENT

- **TO PROVIDE WHOLESOME AND MEANINGFUL LEISURE SERVICES OPPORTUNITIES WHICH CONTRIBUTE TO THE WELL-BEING OF ALL CITIZENS THROUGH THE ESTABLISHMENT AND IMPROVEMENT OF A COMPREHENSIVE PUBLIC PARKS AND RECREATION SYSTEMS;**
- **TO IDENTIFY RELATED NEEDS AND EXPECTATIONS OF ROANOKE COUNTY RESIDENTS;**
- **-TO SUPPORT THE EXPANSION OF THE COUNTY ECONOMIC BASE BY PROVIDING THOSE SERVICES AND FACILITIES THAT CONTRIBUTE TO THE OVERALL QUALITY OF LIFE WITHIN THE COUNTY;**
- **TO COOPERATE WITH AND SUPPORT THE EFFORTS OF THOSE GROUPS AND AGENCIES WHICH PROVIDE QUALITATIVE RECREATIONAL OPPORTUNITIES TO THE GENERAL PUBLIC AND;**
- **WITHIN AVAILABLE RESOURCES, TO PROVIDE PUBLIC PARKS AND RECREATION SERVICES IN A HIGHLY PROFESSIONAL, EFFICIENT, RESPONSIVE, AND FLEXIBLE MANNER.**

**ROANOKE COUNTY PARKS, RECREATION & TOURISM
YOUTH ATHLETIC DEPARTMENT
1206 KESSLER MILL ROAD
SALEM, VA 24153
387-6078x254 or 243
Fax 561-2842**

ACCIDENT/INCIDENT REPORT

DATE AND TIME OF ACCIDENT/INCIDENT: _____

LOCATION OF ACCIDENT/INCIDENT: _____

DESCRIPTION OF ACCIDENT/INCIDENT:(USE ADDITIONAL PAPER IF NEEDED):

ACTION TAKEN: _____

INJURY/PROPERTY DAMAGED: _____

NAME _____ **AGE** _____

ADDRESS _____ **CITY** _____

STATE _____ **ZIP** _____ **H.PHONE** _____ **W.PHONE** _____

DESCRIPTION OF INJURY/DAMAGE: _____

PAGE TWO
ACCIDENT/INCIDENT REPORT

WITNESSES:

NAME _____ **DAYTIME PHONE** _____

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

NAME _____ **DAYTIME PHONE** _____

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

REMARKS:

OFFICIALS' SIGNATURE _____

DATE _____ **DAYTIME PHONE** _____

SEND TO:
YOUTH ATHLETICS
1206 KESSLER MILL ROAD
SALEM, VA 24153
(540) 387-6078x243 or254
Fax 561-2842
e-mail spatton@co.roanoke.va.us

**ROANOKE COUNTY PARKS, RECREATION & TOURISM
YOUTH ATHLETIC DEPARTMENT
1206 KESSLER MILL ROAD
SALEM, VA 24153
387-6078x243 or 254**

FACILITY MAINTENANCE REPORT

DATE: _____

NAME OF FACILITY: _____

LOCATION OF MAINTENANCE PROBLEM(S): _____

DESCRIPTION OF MAINTENANCE PROBLEM(S): _____

REMARKS:

OFFICIALS' SIGNATURE _____

DATE _____ **DAYTIME PHONE** _____

SEND TO:

YOUTH ATHLETICS

1206 KESSLER MILL ROAD

SALEM, VA 24153

(540) 387-6078x243 or 254

Fax 561-2842

e-mail spatton@co.roanoke.va.us